

Corporate Secretary

Our company secretary helps you manage your annual filings on time, and ensures your company meets **ACRA's compliance requirements**.

Learn More:



Fair, Affordable and Transparent

Renewal Price Lock Guarantee - No Price Hike.

Full Fledged Expertise

We're experts that have more than 7 years experience.

Fast, Convenient and Easy

Send us your business profile and we will take care of the rest.

What do we offer?

Everything you need for corporate secretarial compliance.

Company Secretary Essential

S\$ **328** /year

2 Years @ S\$ 560 (Save 15%!)

The fundamentals of a company secretary for your company. Suitable for most small businesses that are not expecting to have frequent ACRA filing updates.

Everything you need to ensure **basic annual secretarial compliance**.

- Renewal Price Lock Guarantee - Renew at the same price. No price hike!
- Yearly Filing of Annual Returns (**Inclusive of \$60 Submission Fees**)
- Provision of a Named Company Secretary
- Preparation of Annual General Meeting (AGM)
- Maintaining of Company Register
- Record & Safekeeping of Meeting Minutes
- Company Secretary Compliance Advisory
- Due Dates Reminder Service
- ***New:** Update and Maintenance of Company's RORC

Company Secretary Suite

S\$ **568** /year

2 Years @ S\$ 950 (Save 17%!)

The complete suite of company secretarial services for your company. We offer **unlimited** resolution and filings to ACRA.

Everything in **Company Secretary Essential**

+ Unlimited

- Change Office Address
- Change Business Activities
- Change Company Name
- Change Company Officers
- Update of Particulars
- Shares Allotments
- Shares Transfer Filing

Appoint us in 4 Simple Steps

Already have a company secretary? We'll handle the transition at **no additional cost**. Switch to us today!

1 CHOOSE

Choose a package suitable for you and provide us with your basic contact information.

2 PAYMENT OPTIONS

Checkout securely Online via PayPal / Credit Card, or Bank Transfer via PayNow / Cheque, or Contact Us to receive an invoice.

3 DETAILS & FORMS

After successful payment, receive an email with corresponding forms that require your input to send back to us.

4 ALL DONE!

With your provided information, we'd be able to commence work immediately.